

San Francisco Bay Conservation and Development Commission

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Addendum No. 1

February 12, 2020

for

REQUEST FOR PROPOSAL

Regional Shoreline Adaptation Strategy Facilitation and Process Support

RFP No. SFBC-P-19-16

Please note that no *verbal* information will be given will be binding upon the State unless such information is issued in writing as an official addendum.



Addendum No. 1

Question and Answer Sets

1. **Question:** I see the anticipated contract that will result from this RFP will be in place until September 2020. Will this be a continuing need? Meaning, once this contract expires, or perhaps within the next 5 years would this project be solicited again?

Answer: It is a one-time contract. At this point, we do not have a future need identified.

2. **Question:** Re: "Facilitate at least four (4) meetings of a Leadership Advisory Group". Has this group been formed? If so, how many people are in this group? How long do you expect these meetings to be? 2 hours? 1/2 day?

Answer: Yes, there are approximately thirty (30) people in this group. Meetings will be 2-3 hours in length, depending on the agenda.

3. **Question:** Re: "incorporate a wide range of stakeholder perspectives." Besides hosting two public workshops, does staff plan to engage residents in any other complementary? How big a net are we casting? Who are the target stakeholders (e.g., CBOs, decision makers, disadvantaged coastal communities)?

Answer: Yes, staff is developing an engagement strategy beyond the public workshops. It is not finalized yet, but target audiences include local government staff, local elected officials, state and federal agencies, disadvantaged communities and CBOs. We also expect to engage through existing networks, such as the Bay Climate Action Network (BayCAN). There is also a project website that is under development.

4. **Question:** Do you have a vision for the format of the public workshops and the level of input you are looking for? Creative co-design sessions? Open houses? Pop-ups?

Answer: We are open to creative ideas for workshop design, format, and structure. Given the relatively short timeframe for this work, the two workshops would be an opportunity to seek input on the joint action platform at an early and late stage of development.

5. **Question:** There are a number of working groups. Are these made up of in-house staff and commissioners? How many people per working group? How many working groups? Are you also looking for support facilitating meetings of these working groups in service of the strategy?

Answer: The number and nature of the working group has not been determined yet, and we are seeking the input of the facilitator to help design this aspect of the process. We are not seeking meeting facilitation support from the contractor for the working group meetings; however, we are seeking support with the overall process design, which may need to adjust as it develops.

6. **Question:** Re: task 2 "Co-design a collaborative, 6-month process" - Do you also need support actually writing up the strategy or only helping to guide the process?

Answer: We expect the contractor to provide a write up of the 6-month process design. This will be done in a highly collaborative manner with BCDC staff. We do not expect the contractor to be responsible for the write up of the final report, although we do expect their input.

7. **Question:** Re: "Minimum Qualifications for Proposers" - "The individual or firm selected must have a minimum of eight years of exceptional experience..." As individuals many of our team members have 10+ years of executive-level facilitation experience. However, our small firm is only 5 years old. Does this disqualify us?

Answer: No, please describe your previous experience prior to the firm.

8. **Question:** Regarding the timeline, please confirm that you expect to have a final regional strategy by September 2020?

Answer: Yes, we expect to have a final regional strategy by September 2020.

9. **Question:** Are there any restrictions on adding subconsultants to our team?

Answer: No.

10. **Question:** Considering that Monday is a holiday, meaning that you will send us responses to our questions only one business day prior to the due date, would you consider extending the proposal deadline to the end of the week (2/21)?

Answer: No, in order to meet our project deadline, the submission date is firm and cannot be extended.

11. **Question:** In co-designing the collaborating strategy development process, how many other participants/stakeholders are expected to be involved in co-designing the process?

Answer: BCDC staff will be the primary entity involved in co-designing the process; however, we have been working closely with a staff level representatives from about 10 organizations

(CBOs and agencies) who have provided, and will continue to provide, critical feedback and ideas around process.

12. **Question:** Besides workshop logistics and outreach, what other involvement will BCDC staff want to have in the public workshop development or implementation?

Answer: BCDC staff will be very closely involved in co-developing the public workshop, including agenda, objectives, activities, and speakers. Staff will also be available to serve in support roles as needed (such as table facilitation, note taking, etc.). There will also be a steering committee of co-hosts of the workshop that will be involved in shaping it.

13. **Question:** Is the compensation strategy for the consultant expected to be time and expenses or lump sum or another arrangement?

Answer: Cost proposal should include the hourly rate(s) of the staff assigned to work on this project, their position/classification title, the number of hours devoted to each task, the cost for each task and the total cost for the project. Subcontractors, if used with the same type of cost details. BCDC will provide materials for workshops, printing, etc.

14. **Question:** What level of commitment currently exists from stakeholders who are expected to participate in the Leadership Advisory Group - are representatives from participant groups paid staff or board members; are they willing advocates of this process or does some level of campaigning need to occur to gain their participation; do they have a history of working together on common goals?

Answer: The Leadership Advisory Group has had 3 meetings to date, and there is a high level of commitment from group. They include representatives from agency boards, executive level staff of CBOs and agencies, and elected officials. They have agreed to participate in 4 meetings over the next 6 months and are committed to this work. Many, but not all, have worked together on these issues together for quite some time.

15. **Question:** Will the consultant be expected to successfully recruit participants to the process or is that under the purview of BCDC staff?

Answer: No. That is under BCDC staff purview.

16. **Question:** What final deliverables is the consultant expected to provide (the RSAS Statement of Purpose indicates a "Joint Platform" document will be produced in this process)?

Answer: BCDC envisions the Joint Platform as a final document, comprised of a set of 10-15 priority actions, at the end of this process. Please see the CASA Compact as an example final document: https://mtc.ca.gov/sites/default/files/CASA_Compact.pdf. To be clear, the

consultant would not be responsible for the document writing or production. The consultant will be responsible for shaping and facilitating a process that will allow staff to create such a product, and would be expected to provide feedback on structure and draft and final products, to ensure alignment.

17. **Question:** What will a successful outcome of this process look like, from the perspective of the three primary objectives identified in the RFP?

Answer: A successful outcome would be a consensus-based agreement on the priority actions needed to advance regional adaptation to rising sea level, and a commitment to implement it.

18. **Question:** Who participates in the Leadership Advisory Group? Is it solely BCDC Commissioners and Senior Staff? Or does it include external stakeholders?

Answer: The Leadership Advisory Group is comprised of approximately 30 executive level leaders from regional and local agencies, non-profit groups, academics and elected officials from around the Bay. Several BCDC Commissioners also participate.

19. **Question:** For task #2, is the consultant solely designing the 6-month process or is there an expectation the consultant participate in implementation of the process as well?

Answer: The consultant would primarily participate in the implementation of the portions of the process related to the Leadership Advisory Group. They would also provide ongoing support throughout the process to BCDC staff, which may need to evolve over the course of the project. However, they would not be involved in facilitating Working Group meetings, providing research or policy support, conducting additional outreach or engagement, or other tasks.

20. **Question:** What level of staff support is expected for implementing activity #2, Co-design a collaborative, 6-month process to ensure that the development of the strategy addresses key regional priorities and incorporates a wide range of stakeholder perspectives.

Answer: BCDC staff will provide a high level of support. BCDC has 5 – 6 staff members who will be dedicating all or part of their time to implementing this 6-month process. Staff will be available to provide research, policy development and support, outreach and engagement, facilitation, and logistics.

21. **Question:** Are all three activities expected to be conducted simultaneously over the 6-month timeframe?

Answer: Yes. Please see draft timeline in attachment A.

22. **Question:** Section C.3. requests samples of work. The description of services in Section A does not include any specific deliverables. What types of work samples would be satisfactory for the decision makers?

Answer: Examples of process design, facilitation design, or final reports related to stakeholder-driven processes.

23. **Question:** How many members are there of the Leadership Advisory Group?

Answer: Approximately 30.

24. **Question:** What is the status of the guiding principles? Has the Leadership Advisory Group endorsed them?

Answer: The Leadership Advisory Group reviewed them and provided feedback. We will be seeking their endorsement at the next meeting.

25. **Question:** Is there a joint problem statement or vision and goals that the work groups will be assigned to address with priority actions?

Answer: Please see Attachment A.